

## REGIONAL NAF PERSONNEL OFFICE

### MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

## VACANCY ANNOUNCEMENT

03/01/04

Does not confer to Civil Service Status

POSITION: **Motor Vehicle Operator**

ANNOUNCEMENT# **SP 39-04**

NA-5703-07

Salary: \$9.92-\$10.33 per hour

LOCATION: MWR Dept., Special Events/NSA  
Norfolk, Virginia 23511

CLOSING DATE: Open Until Filled

**AREA OF CONSIDERATION: Open**

(1) Position, Flexible

**NOTE:** No relocation costs will be paid

Direct Deposit of salary is a condition of employment

**DUTIES:** Operates gasoline or diesel powered vehicles, which may include cargo, van, stake trucks and 29 passenger buses. Operates vehicle through all kinds of traffic depending upon the type of vehicle operated and purpose for which it is operated. Maintains awareness of all legal requirements for the vehicle operated, and maintains legal driving requirements at all times. Ensures that the proper preventive maintenance, e.g. oil change, tire pressure, lights, fuel, etc. are properly maintained in accordance with vehicle requirements, via the site Automotive Hobby Shop or assigned mechanic. Ensures that any/all maintenance issues, broken accessories or equipment (headlights, taillights, tires, brakes, etc.) are reported/repared immediately. For passenger vehicles: Drives vehicle over pre-determined routes, arriving and departing a scheduled times. Operates doors to allow passengers to enter and leave the bus and helps passengers in other courteous ways when necessary. Ensures good order and discipline is maintained at all times, and passengers adhere to all safety requirements including seat belts, weight distribution, proper stowing of gear, and ensuring passengers do not move about the vehicle, do not extend body parts outside open windows, or litter, when the vehicle is in motion. Responsible for the complete cleaning, inside and out, of the passenger bus after each trip. For cargo vehicles: Loads and unloads the vehicle by hand or using equipment, sometimes requiring help from other workers. Ensures that the vehicle is not overloaded and that the cargo is protected from the weather and secured to prevent falling off the vehicle. Ensures cargo is present and accounted for, at loading and unloading. Protects the security of the cargo at all times.

**QUALIFICATIONS:** Must be skilled in handling the controls for starting, stopping, backing and driving the vehicle in a safe manner, and be able to operate a manual transmission. Must know the height, width, length and weight of vehicle in order to judge overhead and side clearances, turning radius, braking distance and the safest distance to be maintained from preceding vehicles. Must know how to determine the shortest and safest route and be able to recognize hazardous conditions and change route to avoid these conditions. Must be thoroughly familiar with vehicle assigned, in order to assess appropriate fitness for travel, tire pressure, fluid levels, etc., to schedule preventive maintenance, and to identify and report broken or inoperable accessories and/or equipment. Must be thoroughly knowledgeable of safety rules and regulations. Must be able to demonstrate tact and good customer service. Must be able to ensure good order and discipline over a crowd of people and ensure safety procedures and legal requirements are enforced at all times. **Special Requirements:** Must possess and maintain current valid drivers license and a state Commercial Drivers License (CDL), unless incumbent is an off duty military member, who must possess a valid government CDL.

-**FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road., Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

-**NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-**EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-**MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

-**VETERAN:** Attach copy of DD214

-**INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-**ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

-**Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: [www.nsa-norva.navy.mil](http://www.nsa-norva.navy.mil)

JOB Line: 440-JOB (5627)

